



# ***Manager's Report***

***For Council Meeting 3/26/02***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Action Bail Bonds	107 E Market St	Bail Bond Agency
Christian Brothers Communication	638 Radford Ter NE	Consulting
Christopher M Paterson Carpentry	771 Vanderbilt Ter SE	Carpentry
J B Carpentry	804 Sandy Landing Dr	Carpentry
Keys-Keaveney, Amanda	199 Cedarwalk Cr NE	Day Care
Loudoun Speech & Loudoun Therapy	307 Foxridge Dr SW	Speech Therapy
Mid-Atlantic Psychometric Services	212 Ashton Dr SW	Service
Moore Services Unlimited	112 Hancock Pl NE	Service
Muncy, Joann	210 Primrose Ct SW	Herbalife Distributor
Simply Charming Designs	608 Catesby Ct SW	Retail - Gifts

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
None		

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

## **PLANNING AND ZONING**

### **Current Planning Division Activity**

#### **Plans accepted for review during the period March 6, 2002 – March 21, 2002**

- Nextel Monopole @ Fort Evans Plaza Sketch Plan
- Edwards Landing, Section 1 Boundary Line Adjustment Plat
- Johnston Property Cluster Subdivision Sketch Plan (20 SFD residential lot subdivision)
- Richlynn Development Minor Subdivision Plat and Deed (2 lot commercial subdivision)
- Lowenbach Subdivision (Duplex) Lots 102 & 103 Grading and Drainage Plan
- Edwards Landing, Section 4 Final Subdivision Plat and Deed (112 TH residential lot subdivision)
- Kincaid Forest, Section 12B Construction Drawings (12 SFD residential lot subdivision)
- Potomac Crossing, Battlefield Parkway, Phase III Construction Drawings

- Kincaid Forest, Section 4C Construction Drawings (34 TH residential lot subdivision)
- Potomac Station Drive/Battlefield Parkway, Phase 1 Public Improvements Construction Drawings
- Potomac Station Drive/Battlefield Parkway, Phase 1 Public Improvements Easement Plat
- Stratford Ryland, Landbay D (Duplexes) Easement Plat
- Georgetown Mews Construction Drawings (9 SFD residential lot subdivision)
- Georgetown Mews Final Subdivision Plat (9 SFD residential lot subdivision)
- Catoctin Circle Trail Final Development Plan
- Edwards Landing Recreation Center Rough Grading Plan
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee
- Leadership Agenda Committee
- Leadership Leesburg
- Exempt Committee

**Plans reviewed during the period March 5, 2002 – March 21, 2002**

- Kincaid Forest Section 12A, Lot 476, 477 & 478 Boundary Line Adjustment Plat
- Georgetown Mews Construction Drawings (9 SFD residential lot subdivision)
- Kincaid Forest, Section 12B Final Subdivision Plat and Deed (12 SFD residential lot subdivision)
- Richlynn Development Minor Subdivision Plat and Deed (2 lot commercial subdivision)
- Stone House @ Harper Park Request for P/F Development Plan Authorization
- Battlefield Shopping Center Sanitary Sewer and Waterline Revisions to Approved P/F Development Plan
- Leesburg Plaza Office Building P/F Development Plan
- Kincaid Forest, Section 12B Construction Drawings (12 SFD residential lot subdivision)
- Kincaid Forest, Section 10C, Lot 330A Boundary Line Adjustment Plat and Deed
- Kincaid Forest Section 4B Correction Plat and Deed
- Potomac Crossing, Battlefield Parkway Phase III Construction Drawings
- Potomac Crossing, Section 10 Rough Grading Plan
- 3 King Street (Merrill Lynch) Building Addition Sketch Plan
- Johnston Property Cluster Subdivision Sketch Plan (20 SFD residential lot subdivision)
- Stowers Phase 2, Section 3 Construction Drawings
- Sycamore Hill, Lot 361 Boundary Line Adjustment Plat
- Stratford Ryland, Landbay E (MF) Final Development Plan (300 MF residential units)
- Edwards Landing, Section 3 Construction Drawings
- Edwards Landing, Section 3 Final Subdivision Plat and Deed
- Leesburg Executive Airport Terminal Building Expansion & Parking Improvements P/F Development Plan
- Lowenbach Subdivision (Duplex) Lots 102 & 103 Grading and Drainage Plan
- Fort Evans Center Preliminary Development Plan
- Stowers Phase 1, Section 2 Construction Drawings (100 SFD residential lot subdivision)
- Stowers Phase 1, Section 2 Final Subdivision Plat (100 SFD residential lot subdivision)
- Stratford Ryland, Landbay D (Duplexes) Construction Drawings (196 Duplex residential lot subdivision)
- Stratford Ryland, Landbay D (Duplexes) Final Subdivision Plat (196 Duplex residential lot subdivision)

- Edwards Landing, Phase 4 Rough Grading Plan
- Star Pontiac GMC Vehicle Storage Area Final Development Plan
- FAA Facility Security Lighting Plan
- Potomac Station Retail Parcels B-1A2 & B-1A3 and B-2A2 & B-2A3 Boundary Line Adjustment Plat
- Middleburg Bank Office Building Revision Final Development Plan
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee
- Leadership Agenda Committee
- Leadership Leesburg
- Exempt Committee

### **Comprehensive Planning**

#### **Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Public hearing before the Planning Commission held March 7, 2002. Vote scheduled for March 21, 2002.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Public hearing before the Planning Commission held March 7, 2002. Vote is scheduled for March 21<sup>st</sup>, however, staff is requesting a postponement of the vote to allow for additional time to research issues raised at public hearing.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The public hearing before the Planning Commission which was to be held March 21, 2002, has been postponed. The public hearing date has not been rescheduled as of March 20, 2002.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Town Council voted to approve with conditions at the March 12, 2002 Town Council meeting.

SE 2001-08: Leesburg Station Auto Wash, on Catoctin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Public hearing before the Town Council scheduled for March 26, 2002, with the worksession scheduled for March 25, 2002.

#### **Rezoning**

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview has been tentatively scheduled for April 4, 2002 and the public hearing for April 18<sup>th</sup>.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission public hearing is scheduled for April 18, 2002.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. Public hearing before the Planning Commission held February 21, 2002. Planning

Commission was scheduled to vote on recommendation March 7, 2002, however, staff recommended postponing vote to further review proffers with applicant. The Planning Commission is scheduled to vote March 21, 2002. The preview before the Town Council is scheduled for April 8, 2002, the worksession – April 22<sup>nd</sup> and public hearing – April 23<sup>rd</sup>.

**ZONING PERMIS ISSUED 02-237-02-309****ZONING PERMITS**

Kincaid Forest- 2 SFD @ \$100,000

Potomac Station - 7 SFD @ \$105,000 1 SFD @ \$145,000 1 SFD @ \$150,000

Tavistock Farms- 8 SFA @ \$55,000

Potomac Crossing 1 SFD @ \$105,000

Beauregard Heights 1 SFD @ \$125,000

Edwards Landing 4 SFD @ \$105,000

**ZONING PERMITS COMMERCIAL**

241 Fort Evans Road Interior Fit-in Leesburg Corner Outlet Mall @ \$91,750.00

14 Cardinal Park Drive SW #102 Interior Fit-in @ \$7,500.00

14 Cardinal Park Drive #101 Interior Fit-in @ \$7,500.00

**OCCUPANCY PERMITS RESIDENTIAL**

Potomac Station SFD 6 SFA 2

Edwards Landing SFD 6

Tavistock Farms SFA 5

Kincaid Forest SFD 3

**OCCUPANCY PERMITS****NONE ISSUED****Water & Sewer Administration**

During this time frame 40 Public Facility Permits were sold totaling \$453,167.00 and 34 work orders for meter sets were processed.

**Capital Projects Update**

- Cardinal Park Sewer – Contractor has deployed a second crew and begun work in other areas. The Cardinal Park portion is slow due to high traffic in the area and rock.
- Evergreen Mill Forcemain plans have been reviewed and comments forwarded to the engineer.
- The tank study project is progressing well. A meeting was held to update the staff on the progress. The first phase will include calibration of the model which should be completed in a few weeks. The allocation of demands to the nodes have been completed.
- Letters have been mailed out to all Homeowners Associations (HOA's ) offering help with articles in their HOA newsletters or by attending their HOA meetings to discuss issues such as water rates, policies and conservations.
- Staff is also beginning the process of the school education program by providing training to school aged students with matters such as water conservation and general education of matters related to utilities.

**Water Supply Division****Training**

Rick Mullins, Gary Yoho and Joe Phillis attended a teleconference in Fairfax, VA on March 14, 2002. The topic of discussion was "Basics of Waterborne Pathogens." The teleconference was sponsored by the American Water Works Association.

**Capital Projects Update****Water Treatment Plant (WTP) Upgrade to 10 MGD**

- Final completion was granted to the contractor on February 22, 2002.
- Approximately \$338,000.00 has been withheld by the town for liquidated damages.
- The contractor is performing warranty item work.

**Water Treatment Plant Security**

- The engineer with CH2M Hill is preparing plans and specification in preparation for the bidding phase of the project.

**Sludge Storage Tank Mixing Equipment**

- Water Supply Division Staff have been meeting with the CH2M Hill's engineers to discuss design features of sludge tank mixing systems.

**Water Pollution Control Division****Capital Improvement Projects**

- BNR Project: Construction completed, final engineering services remaining include record drawings, equipment O&M manual binding, and a few administrative items.
- BMU Project: Final construction completion was awarded on March 14, 2002, final engineering services remaining include record drawings, equipment O&M manual binding, and a few administrative items.
- WPCF Expansion Project: Final Study Phase Report has been received, the Maryland Department of the Environment has been contacted regarding negotiations for future permit requirements, and we are ready to begin the Preliminary Design Phase of this project.
- WPCF Office Sp                      WPCF Office Space: Final construction completion was awarded on March 11, 2002 on time and in budget.
- Underground Fuel Tank Replacement: Design completed and bid documents to be advertised soon.
- SCADA System Upgrades: Study phase workshops and surveys completed, final report is ready for implementation.
- Dump Truck Replacement: Completed and in service for snow removal and spreading of Tuscarora Turf Builder.
- Potomac Pumping Station (second developer-funded pumping station in River Creek): Design completed to town standards and construction is 90 % complete.

**Capital Outlay Projects**

- WPCF Administration Building Heat Pump Replacement: Project completed (new 5-ton energy efficient unit installed).
- WPCF Energy Improvements: Quotation obtained for power factor capacitors on four 50 horsepower pumps approved in MY'02 budget amendment. Installation of power factor capacitors on four 150 horsepower pumps completed. This project brings the total number of improvements using power factor capacitors to 13 pieces of equipment and 1850 connected horsepower. Variable frequency drive technology is even more efficient, and 27 pieces of equipment utilize these systems.
- Solids Management Plan Update: Finalized and submitted to the Virginia Department of Health on January 24, 2002.
- Storm Water Permit Assistance: Final report received and findings to be implemented in the WPCF Expansion Project.
- Construction Trailer: Purchase completed and will be used as the engineer's field office during WPCF Expansion Project.
- Mower replacement: Project completed.

**Utility Lines Division****Installations made during this period:**

- Extended gravity line across Evergreen Mill Rd. & set new Manhole on west side and install new laterals to 499 & 501 Evergreen Mill Rd.
- a. Installed new water services to house at St. John's Catholic Church (101 Oakcrest Manor Drive).
  - b. Relocated sewer cleanout and water meter at Seneca Auto Body (conflicted with new storm pipe on Catoctin Circle).
  - c. Installed the water conservation signs at several locations around Town.
  - d. Installed sewer replacement project on Cardinal Park, Dry Mill Rd. & Queen Street.

**Training**

Charlie Stover, Alex Barrett, Daryl Campbell, Mark Baker & Jamie Morin attended new employee orientation; Nancy Fixx held drug & alcohol training at shop; Rick Schooley, Hank Woodward, Jamie Morin & Mark Baker attended sewer maintenance training at the Pumper & Cleaner Expo in Nashville, TN.

***TOWN OF LEESBURG***

Full-time positions being recruited as of March 22, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
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<b>Executive</b>	1	Management Intern	5/1/02	√	√	√	√	√	
<b>Econ Dev</b>	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
<b>Eng &amp; PW</b>	1	Sr Engineer – Plan Review	11/30/01	√	√	√			
	1	Sr Engineer – Plan Review	12/14/01	√	√	√			
	1	Sr Engineer – Cap Proj	10/23/01	√	√	√	√	√	
	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker I	3/31/02	√	√	√	√	√	
<b>HR</b>	1	Admin Assoc II	2/13/02	√	√				
<b>P&amp;Z</b>	1	Director of P&Z	8/4/01	√	√	√			
<b>Police</b>	1	Communications Tech I	8/1/01	√	√	√	√	√	√
<b>Wastewater</b>	1	Maintenance Worker III	2/13/02	√	√				
<b>TOTAL</b>	12								

\*Construction Inspector has been promoted to Assistant Superintendent Streets, effective the date of hire for his replacement.

R.S. Noe